



RULES AND REGULATIONS GOVERNING BOUNDARY ADJUSTMENT PLATS

1. A plat **must** be prepared by a registered civil engineer or licensed land surveyor and submitted with the application.
2. The plat **must** be drawn legibly and submitted on form **DPLU #239** (no paper plats), completed in drawing ink or pencil. (Reproductions, photo copies and/or ballpoint pen are not acceptable.)
3. The plat **must** show and include the following information:
 - a. North point and scale. (**Must be engineer's scale:** 1" = 100', 200', 400' etc.)
 - b. Small scale vicinity map. Show "**site**" of parcel(s).
 - c. Abbreviated legal description (for entire project site **only**).
 - d. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
 - e. Current Assessor's Parcel Number (APN) of each existing parcel.
 - f. Owner's name of parcel. (e.g.: Parcel A: Jones; Parcel B: Smith.)
 - g. Existing boundary line to be adjusted shown as a **short dashed line** and labeled "**Existing Boundary.**" Show other existing boundaries as solid lines.
 - h. Proposed boundary line shown as a **solid line** and labeled: "**Proposed Boundary.**"
 - i. Boundary dimensions of each parcel. (Bearings and curve data are **not** required **and** multiple dimensions may be grouped for curved or irregular boundaries.
 - j. Location and **use** of all existing structures (e.g. **SFD, residence, barn, etc.**). Show setback distances of all structures from property lines and to centerline of all streets or easements.
 - k. Name, width and location of all existing and/or proposed street and road easements on or adjacent to site. Also, identify legal access to site.
 - l. **Net** area of each parcel. (Gross area not required.)

NOTE: Additional items for plat on reverse.



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- m. Location of all dedicated open space and 100 year floodplain, if necessary.
- n. Current zoning and minimum parcel size. If more than one zone, identify each separated by a dotted size.
- o. Health Department Certification (only if property is not eligible for, or not receiving service from sewer or water service agency).

NOTE: If there is an existing septic system on any parcel(s) the plat shall include certification by the County Health Department.

- p. Names, addresses, telephone numbers and signatures of **all** owners. (If owner is a Trust, the trustee(s) must sign as trustee(s). If owner is a corporation, the President or other authorized official must sign.)*
- q. Name, address, telephone number and signature of the person who prepared the plat.*

* **NOTE:** All signatures are to be completed (e.g. John Q. Smith) and **signed in ink**. Under each signature also print name in small letters.

4. **The following items (if applicable) must be submitted with the plat:**

- a. Completed Permit Application Form DPLU #346 (front side only).
- b. Completed sewer and water availability letters Forms DPLU #399S and/or #399W if applicable.
- c. **Legible** copy of the current owner's recorded deed.
- d. Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.
- e. Project Description form (DPLU #715). The description should include the following: 1) the purpose of relocating the lot lines; 2) brief history of property if associated with previous discretionary projects; 3) total net acreage of subject parcels; 4) zoning regulations and 5) name of access road to each parcel. The description should adequately reflect the ultimate use of the site in terms of construction and development.
- f. **(Boundary Adjustment Only)** Collect DPW review deposit if road location per a Final Map or Parcel Map is changing or a new road easement is being proposed.
- g. **(Boundary Adjustment with Certificate of Compliance)** Collect DPW review deposit if road location per a Final Map or Parcel Map is changing or a new road easement is being proposed.

5. **Legal descriptions are not required at intake but must be submitted prior to final approval.** They must be typed on plain white paper, 8-1/2" x 11", with one (1) inch margins. Label each description to correspond with parcels shown on plat (e.g. "**Parcel A**", "**Parcel B**", etc. **Exhibit "A"** at top of first page). Also, if more than 2 pages, paginate: **1 of 3, 2 of 3, etc.**

If you have any questions concerning the above information, please contact the Department of Planning and Land Use at (858) 565-5981. If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173.